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Pers-13

CONFIDENTIAL

OCT 28 1953

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

25X1A9a SUBJECT : [REDACTED] - Promotion and Training

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1. On 21 October 1953, the DD/A Career Service Board recommended approval of a proposed personnel action which would promote Miss [REDACTED] to the grade of GS-11 as an Administrative Officer in the SR Division, DD/P. The Board also recommended that Miss [REDACTED] receive appropriate administrative training in the near future. These recommendations have been approved.

2. It is requested that, as soon as practicable, subject employee be scheduled to attend the Administrative Support Course offered by the Office of Training.

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L. K. WHITE
Acting Deputy Director
(Administration)

ES/DD/A CSB:DST:sh(27 Oct 53)

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